

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Resources Specialist III (Managerial)	<b>Position No.</b> 420-4805-001
<b>CBID:</b> M10	<b>Office:</b> Existing Buildings
<b>Date Prepared:</b> November 15, 2018	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Deputy Director of the Efficiency Division, the Energy Resources Specialist III (Managerial) manages and directs a multidisciplinary staff and has major program responsibilities in the more complex and technical functional areas of evaluation, analysis, identification of policy and program gaps, and implementation of energy efficiency programs, policies, and regulations for existing residential and nonresidential buildings. The Energy Resources Specialist III (Managerial) advises the Deputy Director, Executive Director, and Commissioners on a broad range of efficiency issues and serves as the Commission's representative on various regional, national, professional, and governmental bodies that significantly influence the state's energy efficiency policies related to existing buildings.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as Microsoft Office (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 20% Plans, organizes, and directs the work of a professional staff of engineers and scientists engaged in developing and implementing energy efficiency programs, policies, and regulations for existing buildings in California. Develop the knowledge, skills, and abilities of supervisors and senior staff. (E)
- 20% Oversees development of key policy documents related to energy efficiency mandates and greenhouse gas emission policies, such as creating targets and tracking progress toward doubling energy efficiency in existing buildings, identifying efficiency program and policy gaps, and developing and implementing strategies to meet established targets and program gaps. (E)
- 20% Oversees ongoing implementation of the Statewide Building Energy Use Benchmarking and Public Disclosure Program for certain commercial and multifamily buildings, including revisions to regulations (as necessary), implementation of program components, outreach and education to impacted parties, and analysis of data collected. (E)

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- 20% Oversees implementation of recommendations from the SB 350 Low Income Barriers Study, the Clean Energy in Low-Income Multifamily Barriers (CLIMB) Action Plan, and strategies related to multifamily energy equity. (E)
- 15% Represents the Commission in presentations, briefings, and meetings; and maintains high level liaison with utilities, state and local government agencies, industry organizations, and the public affected by the implementation of efficiency programs and policies for existing buildings. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

**SIGNATURES**

**I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position**

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**Vacant** Date  
 Energy Resources Specialist III (Managerial)

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**Kristen Driskell** Date  
 Deputy Director